



Solicitation Information
July 20, 2015

RFP # 7549751

TITLE: Installation of Electric Vehicle Charging Stations at Private Institutions and Non-Profits - Regional Greenhouse Gas Initiative 2014 Plan

Submission Deadline: September 15, 2015 at 2:00 PM (ET)

Pre-Bid conference: No

Questions concerning this solicitation may be addressed to gail.walsh@purchasing.ri.gov no later than **Tuesday, August 18, 2015 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference **RFP #7549751** on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**GAIL WALSH
CHIEF BUYER**

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 - INSTRUCTIONS AND NOTIFICATIONS TO PROPOSERS:

The Rhode Island Department of Administration/Division of Purchases on behalf of the Office of Energy Resources (“OER”) is soliciting applications to provide grant funding for Level II electric vehicle charging equipment (“EVSE”) at private institutions and non-profit entities. The scope of work is described herein.

Funding for these grants is available through the “2014 Plan for the Allocation and Distribution of Regional Greenhouse Gas Initiative Auction Proceeds.” The 2014 Allocation Plan provides One Hundred and Twenty Five Thousand Dollars (\$125,000) for the installation of EVSE through a competitive grant process.

Funding for this activity is being provided under the Regional Greenhouse Gas Initiative Act. Terms and Conditions of this funding are pursuant to the “Rules and Regulations for the Allocation and Distribution of Regional Greenhouse Gas Initiative Auction Proceeds,” available at www.energy.ri.gov/rggi/.

This solicitation, and subsequent award, is governed by the State’s General Conditions of Purchase, which is available at www.purchasing.ri.gov. To access the State’s General Conditions of Purchase, enter our website, click on RIVIP, then click on General Information and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State’s General Conditions of Purchase.

Potential Respondents are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this solicitation will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this solicitation, or to provide oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time clock is in the reception area of the Division of Purchases.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only for the selected bidders.*

Respondents are advised that all materials submitted to the State of Rhode Island for consideration in response to this CR will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

The Respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which addresses the State's ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE office at (401) 574-8253 or visit the website at www.mbe.ri.gov, or contact Dorinda Keene at Dorinda.keene@doa.ri.gov.

Awards resulting from this RFP will be subject to the State's General Conditions of Purchase, which are available through the Internet at www.purchasing.ri.gov.

Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified and non-classified services of the state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@doa.ri.gov.

Subcontracts are permitted, provided that their use is clearly indicated in the Respondent's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

Architectural/Engineering Services

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.

A Respondent who does not have a current Rhode Island Certification of Authorization for the firm and current Rhode Island registration(s) must acknowledge non-compliance with this requirement and confirm in writing that, if selected for the project, will expedite acquisition of a

Rhode Island registration(s) and Certificate of Authorization(s), the attainment of which will be required before an award will be made. The letter of acknowledgement must be included behind the front page of each copy of the Proposal.

The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
State Board of Registration for Professional Engineers
1511 Pontiac Avenue, Building 68-2
Cranston, RI 02920
Tel: (401) 462-9592
Fax: (401) 462-9532
Website: www.bdp.state.ri.us

The Respondent's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page 1 of this solicitation. Please reference the RFP number on all correspondences.

Responses to questions received, if any, will be provided, as an Addendum to this RFP, and posted on the Rhode Island Division of Purchases website at www.purchasing.ri.gov. It is the responsibility of all interested Respondents to download this additional information. *If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.*

SECTION 2 – PROJECT DESCRIPTION

Eligible Applicants

Any private institution or non-profit entity located in Rhode Island. Eligible applicants must employ at least ten (10) employees and will have to demonstrate a commitment to implementing clean energy measures through the recent or pending installation of renewable generation projects (including, but not limited to, renewable projects funded by Commerce RI, Renewable Energy Fund or the Department of Energy – American Reinvestment Recovery Act) and/or investments in energy efficiency that, at minimum, offset the expected new load from the EVSE. Renewable installations already in-service and installed on or after January 1, 2010 will qualify under this criteria. Energy Efficiency projects installed on or after January 1, 2013 will also qualify under this criteria.

Participating entities will also be required to demonstrate how their company or organization is supporting or will support workplace/workforce adoption of clean energy transportation. Such efforts may include, but are not limited to, the integration of electric (EV) and plug-in hybrid electric (PHEV) vehicles into company fleets and/or the establishment of employee incentives to encourage the purchase of electric vehicles as a commuting vehicle.

If an employer has multiple sites across Rhode Island, the employer is eligible to submit an application for each location provided they meet all threshold criteria. A separate application must be submitted for each individual EVSE installation and facility site. Applications are available on the Rhode Island Office of Energy Resources website: www.energy.ri.gov

Eligible Equipment

Level 2 dual-head charging station that can meet a broad range of EV and PHEV charging options. Entities may purchase EVSE models that are commercial grade wall/ceiling/light post mounted or free standing pedestal units to be installed in parking garages, surface parking lots, or curbside parking. The applicant must demonstrate adequate power supply (or the intent to upgrade power supply).

Eligible Expenses

The grant award may only be used for hardware and necessary installation costs (including required permits). These costs should be detailed, by category, in the project proposal.

Ineligible Expenses

Ineligible expenses include, but are not limited to, administrative expenses related to the development of proposals in response to this funding opportunity. Salaries and wages of employees managing proposal implementation on behalf of the participating private institution or non-profit institution will not be funded unless such costs are clearly demonstrated to be

necessary for the installation of the EVSE. The OER reserves the right to make such determination and reject proposals not consistent with this clause.

Funding Availability

A total of One Hundred and Twenty Five Thousand Dollars (\$125,000) is available through this announcement. The number and amount of awards will depend on the number and quality of applications received during the competitive application process.

Individual awards will cover no more than fifty (50) percent of total eligible expenses (hardware and installation) with a maximum award of Seven Thousand Five Hundred Dollars (\$7,500) per site location.

If an employer has multiple sites across Rhode Island, the employer is eligible to submit an application for each location provided they meet the threshold criteria. In this instance, an individual eligible private institution or non-profit entity may receive multiple awards, up to a total award of \$37,500.

The awarding of grants shall be at the sole discretion of the OER.

Project Schedule

All EVSE projects must be installed and completed within ninety (90) days of the award.

Reporting Requirements

Grant recipients may be expected to comply with reasonable data requests made by the OER related to the usage of the EVSE. Such information may be utilized by the OER for public reporting purposes.

Disbursement Process

Funding for this program will be provided as a direct, non-repayable grant with payment made upon demonstration that the project is one hundred (100) percent **complete and operational**. **For projects with pending renewable or efficiency installations, final payment will not be issued until the pending projects are completed.** The applicant must submit all project invoices for review by OER. The OER reserves the right to inspect all projects funded through this announcement prior to making any payment.

SECTION 3 – PROPOSAL REQUIREMENTS

General Submission Requirements

Responses (an original plus four (4) copies) should be mailed or hand-delivered in a sealed envelope marked **“RFP #7549751, “EVSE Installation at Rhode Island Businesses and Non-Profits”** to:

RI Department of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases.

Proposals should include the following:

- A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
- A complete Project Application, available at www.energy.ri.gov. Applications are available on the RI OER website or by contacting Ryan Cote at Ryan.cote@energy.ri.gov by calling (401) 574-9118.
- A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

SECTION 4 – THRESHOLD AND EVALUATION CRITERIA

Threshold Criteria

In order for an application to be considered and evaluated for funding under this program it must:

- Be complete;
- The applicant must have at least 10 employees at a single location;
- Provide estimated/anticipated electrical load from the EVSE;
- Provide documentation of a recently installed or pending installation of a Renewable Energy Project and/or Energy Efficiency Projects that at a minimum will offset the expected new load from the EVSE, as described in Section 2;
- Demonstrate how the company or organization is currently supporting or will support workplace/workforce adoption of clean energy transportation;
- Describe who will install the EVSE and provide evidence of their qualifications; and
- Demonstrate that there is adequate power supply at the location where the EVSE will be installed.

Evaluation Criteria

All projects that meet the minimum threshold criteria will be competitively evaluated based on the following metrics and weighting:

- For recently installed or pending renewable energy projects: annual actual or projected energy output of the installed or pending system (kWh). For recently installed or pending energy efficiency measures: annual actual or projected facility electrical savings (kWh) (30%)
- Workplace/workforce adoption of clean energy transportation (30%)
- Total cost of project (40%)

SECTION 5 - EVALUATION PROCESS AND AWARD

Process

OER shall review and competitively evaluate all of the applications. The State reserves the right to select no proposals for any reason or if the responses do not meet a sufficient standard based on the evaluation criteria. The State reserves the right to waive any minor irregularities or informalities in a proposal as it determines or to allow Respondents to correct them, and to accept or reject any Proposal or portion thereof, and to enter into any agreement deemed to be in the best interest of Rhode Island. The State reserves the right to discuss with the selected applicant(s) any terms and conditions, including financial issues, for any proposed project. The State reserves the right to seek additional information from any and all Respondents including but not limited to requests for clarifications and interviews.

The OER will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

END